



## **NORTH CAROLINA EDUCATION LOTTERY COMMISSION**

John R. McArthur  
Commission Chairman

Tom Shaheen  
Executive Director

The following positions are available at the North Carolina Education Lottery. All candidates **must** complete a State Government Application (PD107) which can be accessed at [www.osp.state.nc.us/jobs/gnrlinfo.htm#app](http://www.osp.state.nc.us/jobs/gnrlinfo.htm#app). Completed applications may be mailed to:

Employment Opportunities  
North Carolina Education Lottery  
56886 Mail Service Center  
Raleigh, NC 27699-6886

Or, e-mailed to: [NCELEmployment@lotterync.net](mailto:NCELEmployment@lotterync.net)

The North Carolina Education Lottery ("NCEL") is an at-will, Equal Opportunity Employer.

**Sales Representative (1 position – Charlotte Regional Office) - Position # 60088454.** The purpose of this position is to maximize the sale of lottery tickets by established and prospective retailers. Responsibilities include recruiting retailers and follow-up; promoting and merchandising lottery products at retailer locations within a geographic area; ensuring all NCEL sales standards and requirements are consistently met at the retail level; establishing and maintaining excellent rapport with retailers, motivating and educating retailers and players, assisting in the implementation of promotional activities, delivering and picking up instant tickets as directed by management. Requirements include maintaining a valid North Carolina Driver's License at all times and a satisfactory motor vehicle record; ability to work evenings and weekends. Bachelor's Degree in Business Administration, Marketing or related field preferred along with two plus years sales promotion and merchandising experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Job Band 5 (\$32,000 - \$52,000), depending on knowledge, experience, skills and, salary history. **CLOSING DATE: June 20, 2008.**

**Senior Financial Analyst (1 position- Corporate Office) - Position # 60088508.** The Purpose of this position is to perform professional accounting and financial activities required in the business operation of the North Carolina Education Lottery. Duties include, but are not limited to, create and maintain financial databases used for analysis and reporting purposes; import and manipulate data from other agencies using State of NC supported software Decision Support System (DSS), North Carolina Accounting System (NCAS), and Systemware (XTND); research complex financial entries; perform complex financial analysis, monthly fixed assets processing which includes recording in NCAS, assigning permanent asset numbers, and tagging; monitor accounting procedures and recommending changes where required; prepare, maintain and update files and log following prescribed methods. Requirements include Bachelor Degree in Accounting, Finance, or related field preferred; one (1) year of accounting bookkeeping experience is required; automated accounting software is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Strong database skills using Microsoft Office Access and Excel preferred. Thorough knowledge of North Carolina Accounting System (NCAS) and other reporting systems (XPTR, XTND, DSS, IE) a plus. Job Band 4 (\$39,000 -

\$59,000), depending on knowledge, experience, skills and salary history. **CLOSING DATE: June 20, 2008.**

**Software Quality Assurance Manager (1 Position – Corporate) - Position # 60088540.** The Software QA Manager is responsible for managing all activities of a QA team engaged in but not limited to test planning, execution, functional and performance testing. In this role, you will provide leadership, direction, expertise and hands-on assistance to a team of Software QA Analysts. Plan, direct, and coordinate the activities of the Quality Assurance unit, insuring that the software and systems development meet the business objectives for which they were planned; Develop and execute a complete end-to-end strategy, including verification of functionality, performance and scalability; Standardizing internal documentation, publishing comprehensive procedure documents. Bachelor of Science Degree or equivalent, four years professional experience, Gaming Systems QA experience preferred, or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 3 (\$50,000 - \$90,000) depending on knowledge, experience, skills and, salary history. **CLOSING DATE: June 20, 2008.**

**Data Specialist (1 position – Corporate) - Position # 60088375.** The purpose of this job is to protect and secure the data and information systems of the NCEL. Responsibilities include design and implementation of databases, reviewing a variety of data reports, maintaining logs, assisting in testing instant games, and assisting with compliance with policies and rules for online games. High School Diploma (or GED) required, Bachelor's degree in Computer Information Services, Computer Science or other related field desired. Minimum of one year data security experience or investigative experience with emphasis on white collar crime preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Experience with Excel spreadsheets and Access/SQL database is also required. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history. **CLOSING DATE: June 20, 2008.**

The NCEL is a drug-free workplace. Our pre-employment process includes: drug screening, financial and criminal background check and fingerprint processing (depending on position). Some positions require a valid NC drivers license & satisfactory driving record.